



Job Information

Job Status: Full-time

Application Acceptance Dates: Thursday, June 4, 2020 or Until Filled

Job Description

Position Overview

The Coordinator of Government and External Affairs will serve as an integral part of the Policy Team. This role will address policy and advocacy needs in the disability community through policy analysis and issue briefing. This position will also represent the organization in the public arena on matters requiring expert analysis on public policies, to include representing the organization before academia, media, government officials, disability community and other audiences. This position will work on projects aimed at increasing knowledge and understanding of policy practices that prioritize inclusion of Tennesseans with disabilities in all aspects of life.

Minimum Qualifications

Five (5) years professional experience with a minimum of two (2) years of experience working in disability, government administration, policy analysis and/or research.

Preferred Experience, Knowledge, Skills and Abilities:

Graduate degree in public policy, law, disability studies or other related field preferred

Experience participating in publications, grant applications, and/or reports through collaborative writing

Effective written and oral communication skills, including an ability to present complex issues or materials to non-specialists

Strong work ethic matched by openness to feedback and collaboration

Ability to provide task leadership

Ability to think independently and challenge conventional wisdom in disability-related public policy

Demonstrated ability to apply rigorous analytical thinking

Proficiency with technology

Ability to handle a variety of assignments within a given timeframe and with minimal supervision

Ability to interact effectively with individuals from diverse backgrounds and cultural traditions

Principle Duties

1. Policy Analysis & Content Development

- a. Analyze existing and emerging program and policy areas on the federal, state, and local levels that impact Tennesseans with disabilities.
- b. Analyze and monitor implementation of state and federal laws and legislation and prepare reports in lay terms that convey the impact of policy and legislative proposals.
- c. Produce policy briefs, memos, full-length reports, technical assistance tools, and webinars.
- d. Advise organization on trends in advocacy that impact programmatic, legislative and administrative strategies.
- e. Develop policy recommendations for the Coalition's public policy team.
- f. Ensure goals and objectives for grants and work projects are met.
- g. Provide editorial and content feedback on the Coalition's written pieces.
- h. Contribute to the growth, expertise, and knowledge of Coalition staff and members.
- i. Bring creative ideas to the development of proposals for new projects.
- j. Maintain appropriate records.

2. Relationship Building, Education & Outreach

- a. Communicate the Coalition's policy analysis and positions to community members, funders,



member organizations and government officials.

b. Educate and engage stakeholders and community members in public policy projects and initiatives.

c. Maintain and develop new relationships and attend relevant conferences and meetings with national and state partners, government officials, and funders.

d. Reflect disability-related policy issues and positions through public speaking.

e. Develop and disseminate timely policy updates during the legislative session.

f. Participate in the identification and pursuit of government and private foundation grants, including the creation of proposals, cover letters, and supporting documentation.

Contact Information and Procedure

Please email a cover letter, resume, and writing sample to coalition@tndisability.org [1].

School System or Employer: Tennessee Disability Coalition

Job Location(s): Nashville

Contact information

E-mail Address: coalition@tndisability.org [2]

Category: Other..

Source URL:

<https://tndeaflibrary.nashville.gov/connect/job-postings/coordinator-of-government-and-external-affairs>

Links:

[1] <mailto:coalition@tndisability.org>

[2] <mailto:coalition@tndisability.org>